



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

COSMETOLOGIST

Job Number: 20000444
Job Code: 11030V161016
Job Group: 1100 - SKILLED TRADES
Job Established: 06/16/1982
Job Revised: 10/16/2016

Grade: 10	Salary (MIN - MID):	Special Entrance Rate:
	\$12,345-\$16,355 - Hourly	NONE
	\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties involving various aspects of cosmetology for institutionalized persons; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a cosmetologist by the Kentucky Board of Hairdressers and Cosmetologists. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. <http://www.lrc.state.ky.us/KRS/317A00/CHAPTER.HTM>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides hair care for institutionalized persons which includes the cutting, shampooing, conditioning, setting and styling of hair. Performs treatment care for hair and scalp conditions. Performs facials and manicures. Performs other grooming care such as shaping eyebrows, make up application, etc. Keeps implements and equipment in clean and sterile condition. Maintains cleanliness of work area. Requisitions materials and supplies. Performs duties on wards as required. Keeps records and reports.

UNIQUE PHYSICAL REQUIREMENTS:

Incumbents working in this job title will typically be exposed to sharp instruments and chemicals involved in styling hair and performing scalp treatments.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties indoors.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.